

SAP Business Warehouse/Business Intelligence Reporting

Logging on to HRMS Portal

SAP Washington State HRMS Business
Warehouse/Business Intelligence (BW/BI)

Self-Paced Learning Materials

General Topics - BW/BI End Users/Power Users

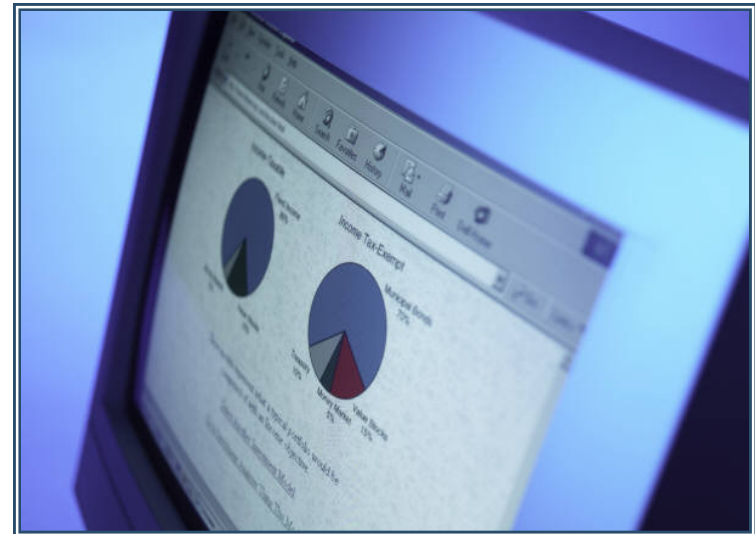
Logging on to HRMS Portal

The HRMS Portal is used to access Business Intelligence reports. The Logging on to HRMS Portal section provides an overview for logging on and logging off the HRMS Portal.

Topics covered in this section include:

- Log on to HRMS Portal outside the State Government Network (SGN)
- Log on to HRMS Portal inside the State Government Network (SGN)
- Log off HRMS Portal

The HRMS Portal is not a BW/BI application. It is an online tool used to access reports that have been developed in the BW/BI application.



* For additional technical information, reference the Technical Resources page from the HRMS Customer Support website:
[HRMS Technical Support](#)

Log On to HRMS Portal Outside the SGN

Log on to HRMS Portal outside the SGN

To log on to the HRMS Portal from outside the SGN:

1. Open a web browser (e.g. Internet Explorer).
2. Type the following URL in the address line of the web browser (save the URL to your Favorites folder for future use): <https://wahrms.wa.gov/irj>
3. Press Enter.

Result: The HRMS Portal Log on screen is displayed.


4. Type the User ID. →
5. Type the Password. →
6. Click Log on. →

Note: User ID outside the SGN is Domain\Network ID.



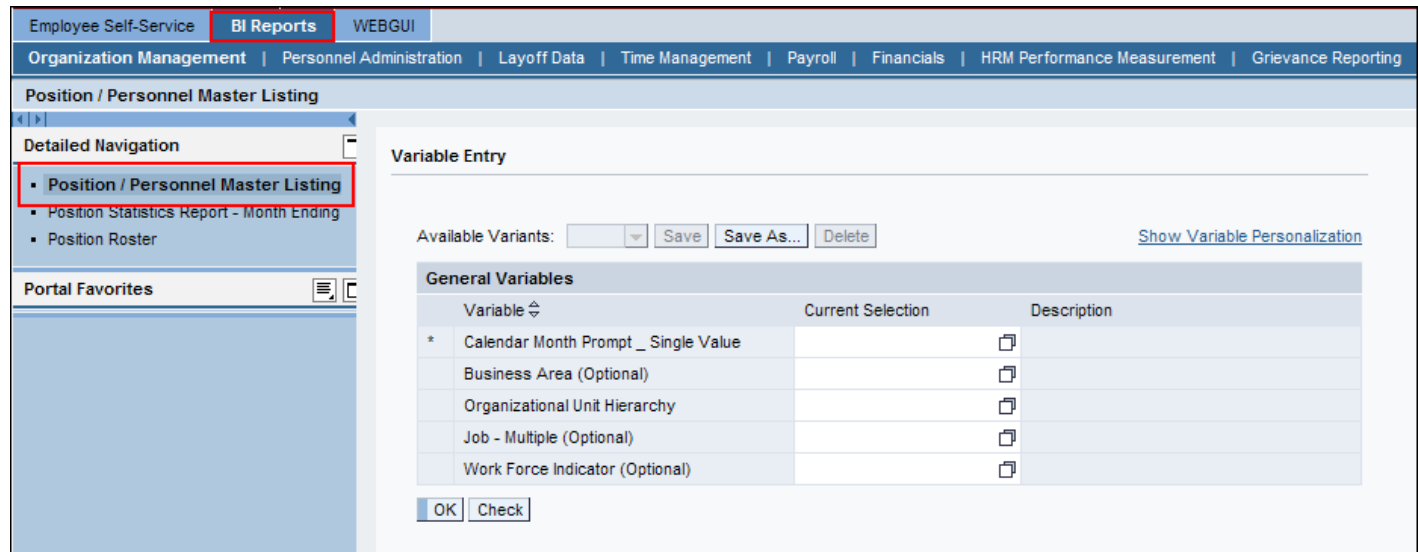
Log On to HRMS Portal Outside the SGN

Result: The user is logged on to the HRMS Portal.

 **Note:** It may be necessary to click on the “BI Reports” tab to display Business Intelligence reports. The first BW/BI report under the Organization Management category will be selected by default.

Business Intelligence
tab

First BW/BI Report
(default)



The screenshot displays the HRMS Portal interface. At the top, there are tabs for 'Employee Self-Service', 'BI Reports' (highlighted with a red box), and 'WEBGUI'. Below these, a navigation bar lists various categories: 'Organization Management', 'Personnel Administration', 'Layoff Data', 'Time Management', 'Payroll', 'Financials', 'HRM Performance Measurement', and 'Grievance Reporting'. The main content area is titled 'Position / Personnel Master Listing'. On the left, a 'Detailed Navigation' pane shows a tree structure with 'Position / Personnel Master Listing' selected and highlighted with a red box. Below this is a 'Portal Favorites' section. The right side of the screen shows a 'Variable Entry' section with 'Available Variables' and a table of 'General Variables'.

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value		
Business Area (Optional)		
Organizational Unit Hierarchy		
Job - Multiple (Optional)		
Work Force Indicator (Optional)		

Log On to HRMS Portal Inside the SGN

Log on to the HRMS Portal inside the SGN

To log on to the HRMS Portal from inside the SGN:

1. Open a web browser (e.g. Internet Explorer).
2. Type the following URL in the address line of the web browser (save the URL to your Favorites folder for future use): <https://myhrms.wa.gov/irj>
3. Press Enter.


Result: The HRMS Portal Log on screen is displayed. Note: if the User ID has been setup for single sign on, it may not be necessary for the user to complete Steps 4 through 6 below.

4. Type the User ID. →
5. Type the Password. →
6. Click Log on. →



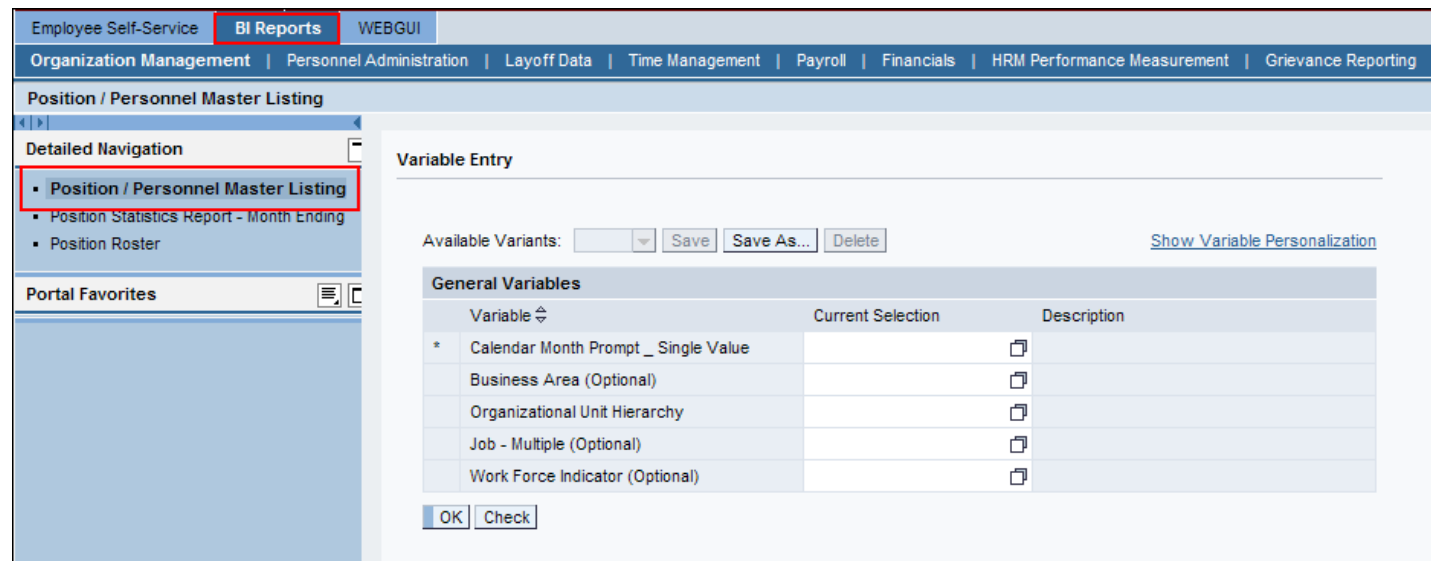
Log On to HRMS Portal Inside the SGN

Result: The user is logged on to the HRMS Portal.

 **Note:** It may be necessary to click on the “BI Reports” tab to display Business Intelligence reports. The first BW/BI report under the Organization Management category will be selected by default.

Business
Intelligence tab

First BW/BI
Report
(default)



The screenshot displays the HRMS Portal interface. At the top, there is a navigation bar with tabs: "Employee Self-Service", "BI Reports" (highlighted with a red box), and "WEBGUI". Below this is a secondary navigation bar with links: "Organization Management", "Personnel Administration", "Layoff Data", "Time Management", "Payroll", "Financials", "HRM Performance Measurement", and "Grievance Reporting". The main content area is titled "Position / Personnel Master Listing". On the left side, there is a "Detailed Navigation" pane with a list of reports: "Position / Personnel Master Listing" (highlighted with a red box), "Position Statistics Report - Month Ending", and "Position Roster". Below this is a "Portal Favorites" section. The main content area on the right is titled "Variable Entry" and contains a table of "General Variables".

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value		
Business Area (Optional)		
Organizational Unit Hierarchy		
Job - Multiple (Optional)		
Work Force Indicator (Optional)		

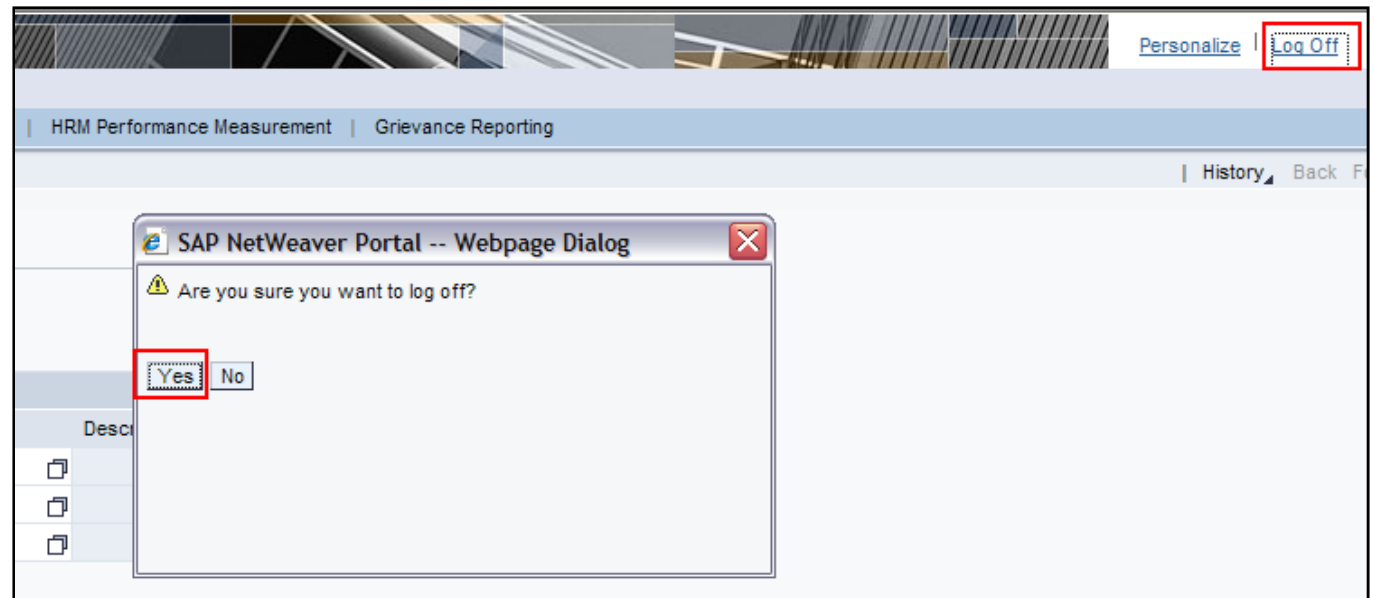
At the bottom of the "Variable Entry" section, there are buttons for "OK" and "Check".

Log off HRMS Portal

Log off HRMS Portal

To log off the HRMS Portal:

1. Click the Log Off link.
2. Click Yes if prompted, “Are you sure you want to log off?”.



Result: The user will be logged off the HRMS Portal and returned to the log on screen.

Note: For additional technical information, reference the Technical Resources page from the HRMS Customer Support website: [HRMS Technical Support](#)